

Peer Observations of Instruction

(Senate: 5/24/2011, 4/24/18, 10/27/20; President: 6/14/2011, 5/14/18, 11/16/20)

Governing documents: Articles 11 and 15 of the Collective Bargaining Agreement between the California State University and the California Faculty Association.

Instructional faculty members undergoing periodic evaluations for performance review must be evaluated in the area of educational performance which includes teaching performance and related educational activities.

The evaluation of teaching performance is an assessment of the quality and effectiveness of the efforts that directly contribute to student learning. This evaluation must include multiple measures, one of which is a written report of a peer observation of instruction.

All peer observers will be assigned by the department/division chair or school director or the department/division/school personnel committee. The peer observers must currently be tenured or probationary faculty in an equal or higher academic rank as the faculty member being observed.

When classroom visits are utilized as part of the evaluation of a faculty member, the faculty member evaluated shall be provided notice at least five (5) days prior to the visit that a classroom or online observation, and/or review of online content is to take place. Notice shall include the date the observation will be made and indicate THE NAME OF THE PERSON who will conduct it THE OBSERVATION. In addition, there shall be consultation between the faculty member being observed and the individual who visits their class(es); REGARDING THE CLASSES TO BE VISITED AND THE SCHEDULING OF SUCH VISITS. †The faculty member conducting the peer observation may request copies of the syllabus and handouts prior to the observation. PEER OBSERVATIONS OF COURSES TAUGHT WITH SYNCHRONOUS ONLINE CLASS MEETINGS SHALL FOLLOW THE SAME GUIDELINES AS PEER OBSERVATIONS OF FACE-TO-FACE INSTRUCTION.

PEER OBSERVATIONS OF COMPLETELY ONLINE (ASYNCHRONOUS) COURSES MUST BE SIMILAR IN SCOPE AND PERSPECTIVE TO OTHER PEER OBSERVATIONS. THE OBSERVATION SHALL INCLUDE REVIEW AND EVALUATION OF COURSE MATERIALS (E.G., THE COURSE SYLLABUS) AND CONTENT AVAILABLE TO STUDENTS FOR THE COURSE IN THE LEARNING MANAGEMENT SYSTEM. THE OBSERVATION MUST BE LIMITED TO THE COURSE OVERVIEW SECTION OR MODULE, AND ONE ADDITIONAL SECTION OR MODULE CHOSEN BY THE INSTRUCTOR. REVIEW OF ONLINE COURSE MATERIALS IN THE LEARNING MANAGEMENT SYSTEM MUST TAKE THE PERSPECTIVE OF STUDENTS IN THE COURSE (I.E., OBSERVERS WILL HAVE STUDENT-LEVEL ACCESS). OBSERVATION OF SYNCHRONOUS FACULTY-STUDENT INTERACTION IS NOT REQUIRED FOR OBSERVATIONS OF ASYNCHRONOUS COURSES.

FOR PEER OBSERVATIONS OF HYBRID COURSES (I.E., COURSES THAT INCLUDE SOME SYNCHRONOUS MEETINGS AND ONLINE COURSE MATERIALS AND ASYNCHRONOUS ACTIVITIES), THE FACULTY MEMBER TO BE OBSERVED SHALL CHOOSE WHETHER A SYNCHRONOUS CLASS MEETING IS OBSERVED OR IF ONLINE CONTENT IS REVIEWED. REVIEW OF ONLINE CONTENT IS LIMITED TO THE COURSE OVERVIEW SECTION OR MODULE, AND ONE ADDITIONAL SECTION OR MODULE CHOSEN BY THE INSTRUCTOR, WITH STUDENT-LEVEL ACCESS. FACULTY MAY CONSIDER HAVING VARIOUS COMPONENTS OF HYBRID INSTRUCTION OBSERVED OVER TIME.

Faculty members who conduct the peer observation of instruction are encouraged to discuss a draft of the observation report with the faculty member being observed. The faculty observer shall provide the final

43 observation report to the department/division or school office and the faculty member within fourteen (14)
44 calendar days of the observation. Academic Affairs will provide a [peer observation of instruction form.](#), which
45 may be adopted for college/department/division/school use.
46 COLLEGES/DEPARTMENTS/DIVISIONS/SCHOOLS MAY ADOPT OR ADAPT THE PROVIDED
47 FORM, OR CREATE THEIR OWN FORM. IT IS RECOMMENDED THAT
48 DEPARTMENTS/DIVISIONS/SCHOOLS ADOPT CONSISTENT CRITERIA FOR PEER OBSERVATIONS
49 THAT ARE USED IN PERIODIC EVALUATIONS AND PERFORMANCE REVIEWS.

50 When observations are assigned for evaluation purposes, reports must be included in the permanent Personnel
51 Action File (PAF). The faculty member observed may submit a rebuttal statement in writing. A copy of the
52 rebuttal statement shall be placed in the Personnel Action File. The faculty member observed may request a
53 meeting with the department/school/division chair/director to discuss the observation report within five (5) days
54 following receipt of the final observation report. Any requested meeting shall take place within ten (10) days of
55 that request.

56 For probationary faculty members, at least one peer observation shall be conducted prior to each performance
57 review file closure date. Normally, the peer observation shall take place in the first year of the performance
58 review period. For tenured faculty members, at least one peer observation normally should be conducted no
59 later than one semester before the file closure date. Lecturers shall receive a peer observation of instruction in at
60 least one course during their first semester of appointment. Subsequently, lecturers with one-year or three-year
61 appointments shall receive at least one peer observation of instruction during each appointment; lecturers with
62 semester appointments shall be observed at the discretion of the department/division or school. Observations
63 should be made for a representative sampling of courses AND INSTRUCTIONAL MODES over time.

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65 During performance reviews, reviewers at any level may recommend conducting additional peer observations
66 for the next review period. The committee may also make appropriate recommendations for the improvement of
67 instruction (e.g., referral to appropriate faculty development resources). A faculty member may request to have
68 additional peer observations of their teaching at any time; this request will be made to the department/division
69 chair or school director.

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The evaluation of teaching performance is an assessment of the quality and effectiveness of the efforts that directly contribute to student learning. This evaluation must include multiple measures, one of which is a written report of a peer observation of instruction.

All peer observers will be assigned by the department/division chair or school director or the department/division/school personnel committee. The peer observers must currently be tenured or probationary faculty in an equal or higher academic rank as the faculty member being observed.

When classroom visits are utilized as part of the evaluation of a faculty member, the faculty member evaluated shall be provided notice at least five (5) days prior to the visit that a classroom or online observation, and/or review of online content is to take place. Notice shall include the name of the person who will conduct the observation. In addition, there shall be consultation between the faculty member being observed and the individual who visits their class(es) regarding the classes to be visited and the scheduling of such visits. The faculty member conducting the peer observation may request copies of the syllabus and handouts prior to the observation. Peer observations of courses taught with synchronous online class meetings shall follow the same guidelines as peer observations of face-to-face instruction.

Peer observations of completely online (asynchronous) courses must be similar in scope and perspective to other peer observations. The observation shall include review and evaluation of course materials (e.g., the course syllabus) and content available to students for the course in the learning management system. The observation must be limited to the course overview section or module, and one additional section or module chosen by the instructor. Review of online course materials in the learning management system must take the perspective of students in the course (i.e., observers will have student-level access). Observation of synchronous faculty-student interaction is not required for observations of asynchronous courses.

For peer observations of hybrid courses (i.e., courses that include some synchronous meetings and online course materials and asynchronous activities), the faculty member to be observed shall choose whether a synchronous class meeting is observed or if online content is reviewed. Review of online content is limited to the course overview section or module, and one additional section or module chosen by the instructor, with student-level access. Faculty may consider having various components of hybrid instruction observed over time.

Faculty members who conduct the peer observation of instruction are encouraged to discuss a draft of the observation report with the faculty member being observed. The faculty observer shall provide the final observation report to the department/division or school office and the faculty member within fourteen (14) calendar days of the observation. Academic Affairs will provide a [peer observation of instruction form](#). Colleges/departments/divisions/schools may adopt or adapt the provided form, or create their own form. It is recommended that departments/divisions/schools adopt consistent criteria for peer observations that are used in periodic evaluations and performance reviews.

When observations are assigned for evaluation purposes, reports must be included in the permanent Personnel Action File (PAF). The faculty member observed may submit a rebuttal statement in writing. A copy of the

rebuttal statement shall be placed in the Personnel Action File. The faculty member observed may request a meeting with the department/school/division chair/director to discuss the observation report within five (5) days following receipt of the final observation report. Any requested meeting shall take place within ten (10) days of that request.

For probationary faculty members, at least one peer observation shall be conducted prior to each performance review file closure date. Normally, the peer observation shall take place in the first year of the performance review period. For tenured faculty members, at least one peer observation normally should be conducted no later than one semester before the file closure date. Lecturers shall receive a peer observation of instruction in at least one course during their first semester of appointment. Subsequently, lecturers with one-year or three-year appointments shall receive at least one peer observation of instruction during each appointment; lecturers with semester appointments shall be observed at the discretion of the department/division or school. Observations should be made for a representative sampling of courses and instructional modes over time.

During performance reviews, reviewers at any level may recommend conducting additional peer observations for the next review period. The committee may also make appropriate recommendations for the improvement of instruction (e.g., referral to appropriate faculty development resources). A faculty member may request to have additional peer observations of their teaching at any time; this request will be made to the department/division chair or school director.